

TOOELE ARMY DEPOT  
INTERNAL REVIEW PROGRAM  
FISCAL YEAR 2004

<u>SUBJECT</u>	<u>PURPOSE</u>	<u>ORG</u>
MWR Audit	Review findings in last AAA Audit of MWR Activities to ensure all findings have been closed out. Focus on the Food Track System to ensure it is fully implemented and if not, establish a Drop Dead Date to have it completed.	MWR
Mandatory Training	Determine if documentation is adequate to support 100% attendance at mandatory training classes, i.e., POSH, Ethics, Safety, Credit Card, OPSEC, etc. Examine scheduling, data collecting, and reporting procedures.	BUS OFF.
AED Projects	Review AED projects to ensure charges for time and materials are properly documented.	AED
Tool Crib Accountability	Perform inventory to verify accountability. Determine if internal control procedures are in place and are being followed. Examine controls over expensive, nice to have items.	DPW AED AMMO
Dining Facility	Review Dining Facility procedures to ensure head counts are accurate and all money is accounted for.	BUS OFF.
Fuel/POL	Review fuel/POL receipt and inventory procedures to include ordering, payment, accountability in fuel trucks and POL credit card control. Review driver qualifications (CDL/HAZMAT), substitute drivers' qualifications.	DPW
Overtime	Review overtime/comptime worked to verify requests are approved in advance, proper forms are used, and justifications are valid.	ALL
CPAC Support	Review how CPAC personnel charge their time to tenants and customers to ensure billings/reimbursements are accurate.	DRM
IMPAC Credit Card Program	Conduct spot checks of the IMPAC program to determine if credit card holders are using credit cards properly for authorized purchases.	ALL

Incentive Awards	Conduct spot checks of incentive awards to verify that implementation of suggestions has actually taken place and monetary benefits have been realized.	ALL
Cash Counts	Conduct unannounced cash counts of CFA/MWR and Housing to ensure change funds are managed properly.	MWR